



SCOTTSDALE COMMUNITY COLLEGE CERTIFICATE IN BUSINESS ADMINISTRATION FASTRACK



Why Business Administration?

The Business Administration Fastrack program at SCC provides the opportunity to gain skills and abilities in a wide range of business disciplines.

You will complete a series of integrated, practical, and project-oriented courses designed to develop the skills and aptitudes you need in today's competitive business environment. The goal is to help you develop new skills which deliver immediate value at work.

What Can I Do With Business Administration?

Business administration is a widely varied field that incorporates many types of entry level management and planning careers. From major corporations to small businesses, every company needs skilled planners, managers and administrators in order to succeed.

There is an opportunity for you to impact day-to-day operations as well as long-term plans for the future. Additionally, there are many pathways for growth, and working your way up the ladder may be both challenging and rewarding. Skills you acquire in one job often translate into others as your career path evolves.

Certificate in Business Administration Fastrack at Scottsdale Community College

Scottsdale Community College (SCC), accredited by the North Central Association, offers the Certificate (CCL) in Business Administration Fastrack for students who wish to pursue business as a career. You'll learn the fundamentals of business that will qualify you for a variety of entry-level positions.

The following page discuss program requirements and courses required for the completion of your CCL.

CERTIFICATE (CCL) IN BUSINESS FASTRACK

Course Requirements

Student Name: _____ ID#: _____ Advisor: _____ Date: _____

Core Business Courses (27 credits):

All students pursuing the Business Fastrack Certificate must take the following business courses.

Course #	Course Title	Credits	Grade	Notes
ACC110	Understanding and Using Acc. Systems	3		Offered in fall semester only
GBS120	Workplace Communication Skills	3		Offered in fall semester only
GBS151	Introduction to Business	3		
GBS205	Legal/Ethical/Regulatory Issues in Business	3		
MGT126	Customer Service Skills & Strategies	3		Offered in fall semester only
MGT175	Business Organization and Management	3		
MGT251	Human Relations in Business	3		
MGT253	Owning and Operating a Small Business	3		
MKT271	Principles of Marketing	3		
CREDITS:		27		

For information, contact: Mark Barton at mark.barton@scottsdalecc.edu or 480-425-6913.